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eppiccNURSE Database

Frequently Asked Questions

1. What is the eppiccNURSE database?

Answer: eppiccNURSE is the name of a data base created within the Pennsylvania State Board of Nursing Office with the intent of facilitating electronic communication between the nursing education programs and the Board Office. It is a dedicated portal for information exchange.

2. What does eppiccNURSE mean?

Answer: eppiccNURSE is an acronym or the word formed from the initial letters of a name. It means “*Education Program Portal & Information Communication Channel”.*

3. What were the considerations in the development of the eppiccNURSE database?

Answer: For a long time, prelicensure nursing education programs in Pennsylvania were requesting the Board Office to develop a means to electronically submit documentation to the Board Office. They stated that development of an electronic format would be a more efficient and streamlined process along with a mechanism for timely communication and information exchange between the Board and nursing education program.

4. What types of information can be communicated using the eppiccNURSE database?

Answer Re: Prelicensure: eppiccNURSE allows all prelicensure nursing education programs to electronically submit:

- a) Program demographics (to update and maintain current demographics and eliminate the redundancies of reporting this information in multiple formats);
- b) Annual Reports;

- c) Clinical Agency requests for approval;
- d) Nursing Faculty Qualifications for approval and updates;
- e) Information between the nursing education program and the Board Office through a dedicated portal identified as the eppiccNURSE “Email Editor”;
- f) Nursing Education Verification Form submission for electronic matching to application for licensure by exam and/or temporary practice permit.

Answer Re: CRNP: eppiccNURSE allows Certified Registered Nurse Practitioner (CRNP) programs to electronically submit their Annual Reports.

5. How has prelicensure nursing education programs been oriented to the eppiccNURSE database and its functionality?

Answer: A detailed Training Guide has been developed and placed on the eppiccNURSE website. In addition, web based training has been provided in the past by the Nursing Education Advisors in conjunction with the Department of Management Information Systems. These training sessions can be provided for all nursing education programs whenever there are major updates to the database functionality. Any questions and need for assistance regarding eppiccNURSE can always be directed to the Board Office. New Program Directors receive individualized orientation to the database.

6. How have the components of the eppiccNURSE database been implemented?

Answer: The components of the eppiccNURSE database were initially presented to the prelicensure nursing education programs and CRNP programs in the following sequential order:

- a) Registration of all Nursing Education Programs via eppiccNURSE: **September 2007**
- b) Submission of Program Demographics via eppiccNURSE: **October 2007;**
- c) Submission of Prelicensure Annual Report (Version 1.0) via eppiccNURSE: **November 2007;**
- d) Submission of the individual Program clinical agency names **only** of previously submitted “paper” and approved clinical agencies: **January 2008;**
- e) Annual Report enhanced to Version 2.0: **November 2008;**
- f) Annual Report enhanced to Version 3.0 with Email Editor function added: **September 2009;**
- g) Submission of all new Clinical Agencies and Nursing Faculty Forms via eppiccNURSE for approval: **November 2009;**
- h) Prelicensure Annual Report Updated to Version 4.0: **August 2010**
- i) Nursing Education Verification Form Submission Version 4.1: **April 2011**

- j) Prelicensure Annual Report Updated to Version 5.0: **September 2011**
- k) Submission of Annual Report by Certified Registered Nurse Practitioner Programs: **October 2011**
- l) Nursing Education Verification Form enhanced in Version 5.1 for more efficient management of matching and indexing with applications in L2K. **November 2011**
- m) Clinical agency list enhanced and NEV discrepancy management for exam updated in Version 5.2. **May 2012**
- n) Faculty lists management enhanced allowing prelicensure nursing education programs to upload faculty lists directly from the faculty forms into the Annual Report in Version 6.0. **September 2012**
- o) The rotation request functionality streamlined in Version 6.1. **March 2013.**
- p) Search functionality capability for faculty and clinical agencies added in Version 6.2. **May 28, 2013.**

7. What instructional aides or tools are available to assist the Programs regarding use of the eppiccNURSE database?

Answer: There is an online Training Guide that is updated with each new version of eppiccNURSE. In addition, a help desk can be accessed by clicking on the “contact” link within the database. This link is located at the bottom of each screen and a message stating the problem can be sent directly to the Board office.

8. Can anyone access the eppiccNURSE database?

Answer: The nursing education programs’ administrator/chairperson/coordinator/director or DESIGNEE creates a general application password and user ID to access eppiccNURSE. This is a **confidential password** and is restricted to only those individuals given explicit permission by the programs’ administrator/chairperson/coordinator/ director or DESIGNEE to access the system. Ultimately, the administrator/chairperson/coordinator/ director or DESIGNEE is responsible for the information communicated to the Nurse Board Office via eppiccNURSE.

NOTE: With the addition of the ability to submit Nursing Education Verification (NEV) Forms via eppiccNURSE, prelicensure Program Directors have a separate confidential password, strictly for their the purpose of NEV form submission. The submission of the NEV Forms is recognized by the Board as solely the responsibility of the Program Director. Support staff can add the NEV forms in the database but final submission for a correct and complete NEV form is the Director’s responsibility.

9. Can nursing education programs see each other’s program information in the eppiccNURSE database?

Answer: NO. The information cannot be viewed by other programs and will not be shared any differently than information submitted to the Board Office in the past.

10. When are prelicensure nursing education programs required to submit their Annual Report?

Answer: The Annual Report is submitted yearly in the fall after the Board Office has set the opening and closing dates for its submission. The programs are alerted via email related to the dates of the Annual Report. A message regarding Annual Report submission is also posted at the **MAIN PAGE** of the eppiccNURSE database.

11. Will the prelicensure nursing education programs be able to submit requests for new clinical agencies and faculty approvals by postal service?

Answer: NO. All new clinical agency and faculty approval requests since November 1, 2009, are required to be submitted electronically via eppiccNURSE. Prior to this the process was done via paper forms.

12. Will the eppiccNURSE database allow me to identify the type of unit* the prelicensure nursing education program will be using?

(*NOTE: The term “unit” refers to the specific department type if applicable, (i.e., medical-surgical, pediatrics, critical care etc.) in the agency.)

Answer: YES. Based on feedback from the nursing education programs, the functionality of the system was modified so multiple unit types within a facility can be requested at the same time and NOT require separate and multiple requests.

13. Will the Program Director’s electronic signature be accepted by the Board Office or will a signed document also be required?

Answer: YES. The nursing education program Director has the ability to electronically sign all documents submitted via the eppiccNURSE database. The electronic signature has the same legal effect as that of an original signature.

14. Are other jurisdictions submitting these types of nursing education forms electronically?

Answer: YES. A handful of jurisdictions (North Carolina, Kansas, for example) have or are moving towards electronic submission. The underlying rationale is to make it easier for nursing education programs to submit information to their boards in a more efficient and user-friendly manner.

15. Will there be ongoing help if I am having difficulty using the eppiccNURSE database?

Answer: **YES.** The help desk will be the Board Office staff. If you experience any problems or need clarification, click the “contact” button on any eppiccNURSE page and send a direct email from eppiccNURSE to the board staff. If you send email to the Board Office in this manner, it is **required** that you list your name, education program name, phone and email contacts in the body of the message. In the event the Board staff cannot successfully address the issue they have access to staff from Management Information Systems.

16. Will all Pennsylvania nursing education programs be able to access the eppiccNURSE database?

Answer: **YES.** Pennsylvania Board Approved pre-licensure nursing education programs (practical, diploma, associate, and baccalaureate) currently have access to the database once they have registered their program. As of fall 2011, all Pennsylvania Certified Registered Nurse Practitioner programs also have access to the database and submit their Annual Reports electronically via eppiccNURSE.

17. How can I access the eppiccNURSE database if I am a new program director of a PA approved prelicensure nursing education program that had access to the eppiccNURSE database?

Once approved by the Board Office as a Program Director, you will be directed to contact the Board Office to set up a password and be introduced to the database and its use. Please refer to the training guide (located on the page immediately before login to the eppiccNURSE database) for additional information.

18. Is the eppiccNURSE Database a secure system?

Answer: **YES.** The eppiccNURSE database is a secured system. All approved Program Directors are required to create a PA PowerPort User ID in order to receive access to the database. The PA Powerport user credential system is an encrypted secure system. Following access to PA PowerPort, the Director creates a specific eppiccNURSE database application password assuring another level of security.
